



# TOWN OF NORTHBOROUGH BUILDING DEPARTMENT

63 Main Street, Northborough, MA 01532  
Phone 508-393-5010 Fax 508-393-6996

## APPLICATION FOR PLAN EXAMINATION AND BUILDING PERMIT FOR ONE OR TWO FAMILY DWELLING OR ACCESSORY STRUCTURE

Map# \_\_\_\_\_

Parcel# \_\_\_\_\_

Zone(s): \_\_\_\_\_

GWPO Area(s): \_\_\_\_\_

Lot/Structure:  
☐ Conf. ☐ Non-Conf.

PROPERTY ADDRESS: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT# \_\_\_\_\_ LOT SIZE \_\_\_\_\_ Sq. Ft.

### SECTION 1 - TYPE AND COST OF BUILDING - all applicants - complete Parts A - D

#### A. TYPE OF IMPROVEMENT

- ☐ New Building/Structure  
☐ Addition  
☐ Alteration  
☐ Repair, replacement  
☐ Demolition  
☐ Other

#### B. PROPOSED USE (for demolition, most recent use)

- ☐ One Family Dwelling  
☐ Two Family Dwelling  
☐ Swimming Pool  
☐ Other, specify \_\_\_\_\_
- ☐ Deck  
☐ Garage  
☐ Shed

#### BRIEF DESCRIPTION OF PROPOSED PROJECT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### C. COST

Building \$ \_\_\_\_\_  
Electrical \$ \_\_\_\_\_  
Plumbing \$ \_\_\_\_\_  
Heating/air conditioning \$ \_\_\_\_\_  
Fire Protection \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

#### D. OWNERSHIP

- ☐ Private (individual, corporation or non-profit institution)  
☐ Public (federal, state or local government)

### SECTION II - SELECTED CHARACTERISTICS OF BUILDING (for new buildings, additions and alterations - complete E-H)

#### E. PRINCIPAL TYPE OF HEATING FUEL

- ☐ Gas  
☐ Oil  
☐ Electricity  
☐ Other - Specify: \_\_\_\_\_

#### F. TYPE OF SEWERAGE DISPOSAL

- ☐ Public ☐ Private

#### G. TYPE OF WATER SUPPLY

- ☐ Public ☐ Private, well

#### H. RESIDENTIAL DWELLING :

Number of Bedrooms:

Existing: \_\_\_\_\_

Deleted: \_\_\_\_\_

Proposed: \_\_\_\_\_

TOTAL: \_\_\_\_\_

### SECTION III - THE FOLLOWING QUESTIONS MUST BE ANSWERED - NO EXCEPTIONS

Will any wetlands be filled? \_\_\_\_\_ Will there be any excavation within 100 feet of a wetland? \_\_\_\_\_

Will there be any excavation within 200 feet of a river or stream? \_\_\_\_\_

Does an open culvert leave or discharge on the lot? \_\_\_\_\_

Does this lie within a flood zone (F.I.R.M.)? ☐ Yes ☐ No

Will any trees at the road be removed on town property? \_\_\_\_\_

Is this a "Scenic Road" (Northborough Zoning Bylaw 7-36)? ☐ No

☐ Yes Will any part of a stone wall on the Town's portion of property be removed? ☐ Yes ☐ No

**For Department Use Only: Date Received**

**(Please complete both sides)**

**SECTION IV – PROPERTY OWNERSHIP – to be completed by all applicants**

Owner of Record (please print) \_\_\_\_\_ Mailing Address: street, town/city/state/zip \_\_\_\_\_ ( ) Telephone number \_\_\_\_\_

**SECTION V – OWNER AUTHORIZATION – To be completed when contractor or agent is applicant**

As owner of the subject property I hereby authorize \_\_\_\_\_ Contractor / Agent (please print) \_\_\_\_\_  
to act on my behalf in all matters relative to the work authorized by this building permit application.  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**SECTION VI – CONSTRUCTION SERVICES****A. Licensed Construction Supervisor:** ☒ Check Appropriate Box(es)

☐ Not applicable for this project (go to B)  
☐ Homeowner License Exemption – submit “HOMEOWNER LICENSE EXEMPTION” Affidavit  
☐ \_\_\_\_\_  
Name of Licensed Construction Supervisor: (please print) \_\_\_\_\_ License Number \_\_\_\_\_ / / \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Address street, town/city, state zip \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Telephone number \_\_\_\_\_

**B. Registered Home Improvement Contractor:** ☒ Check Appropriate Box(es)

☐ Not applicable for this project (go to section VII)  
☐ H.I.C.R Exemption – Submit “HOME IMPROVEMENT CONTRACTOR LAW” Affidavit.  
☐ \_\_\_\_\_  
Company Name or Person please print \_\_\_\_\_ HICR # \_\_\_\_\_ / / \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Address street, town/city, state zip \_\_\_\_\_  
\_\_\_\_\_  
Signature \_\_\_\_\_ Telephone number \_\_\_\_\_

**C. Workman Compensation Insurance:** (check appropriate box) ☐ Certificate of Insurance ☐ Affidavit

**SECTION VII – APPLICANT DECLARATION CONSTRUCTION - ALL APPLICANTS MUST COMPLETE**

I, \_\_\_\_\_, as Owner / Contractor / Agent hereby declare that the  
(Please print) (Circle one)  
statements and information on the foregoing application are true and accurate, to the best of my knowledge and belief.  
Signed under the pains and penalties of perjury.  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

**USE GROUP:** \_\_\_\_\_  
**CONST. TYPE:** \_\_\_\_\_  
**BUILDING PERMIT NUMBER:** \_\_\_\_\_  
**BP-** \_\_\_\_\_

**REMARKS/NOTES:**

**BUILDING PERMIT ISSUED:** \_\_\_\_\_ / / \_\_\_\_\_  
**BUILDING PERMIT FEE:** \$ \_\_\_\_\_ Ck# / Cash \_\_\_\_\_ / / \_\_\_\_\_  
Date \_\_\_\_\_  
**APPROVED BY:** \_\_\_\_\_ / / \_\_\_\_\_  
Inspector of Buildings / Local Inspector \_\_\_\_\_ Date \_\_\_\_\_

Munis: ☐ “OK” \_\_\_\_\_

Signatures:  
☐ No signature required  
☐ Signature Sheet returned